



North Dakota Human Resource Management Services

Mission: To provide leadership and expertise in
Human Resource Management



HRMS's primary responsibility is to provide
" . . . a unified system of personnel administration for the
classified service . . . "

Beyond the **basic** framework of human resource
management rules, job classification, and salary ranges,
HRMS provides assistance to agencies in their
management of human resources. **HRMS** services
include:

- Management Consulting
- Supervisor/Employee Training
- Employee Compensation
- Recruitment/Selection Assistance
- Mediation
- Legislative & Regulatory Compliance
- Performance Management Tools
- Model Policies, Handbooks, and Guides
- Student Internship Program

HRMS also makes current information available
to agencies at:

<https://www.nd.gov/omb/>

Contact Information

**HRMS offices are located on the 14th Floor
of the State Capitol.**

Phone Number: (701) 328-3290

FAX: (701) 328-1475

Please feel free to contact any HRMS staff member:

Name	Phone	Name	Phone
Becky Sicble	328-4735	Lynn Hart	328-4739
Interim Director		Class & Comp Mgr	
Leanne Schmidt	328-4738	Kim Wassim	328-4737
HR Officer		HR Officer	
Alphonso Williams	328-1016	Krista Schulz	328-3374
HR Officer		HR Officer	
Hope Wedul	328-3357	Darin Schorsch	328-3347
HR Officer		HRIS Manager	
Allison Volk	328-1638	Sherry Kemmer	328-3363
Training & Dev Admin		HR Bus Analyst	
Tricia Bartell	328-1638	Maureen Vosberg	328-3293
Training Officer		Admin Assistant	

**NORTH
DAKOTA**

December 2016

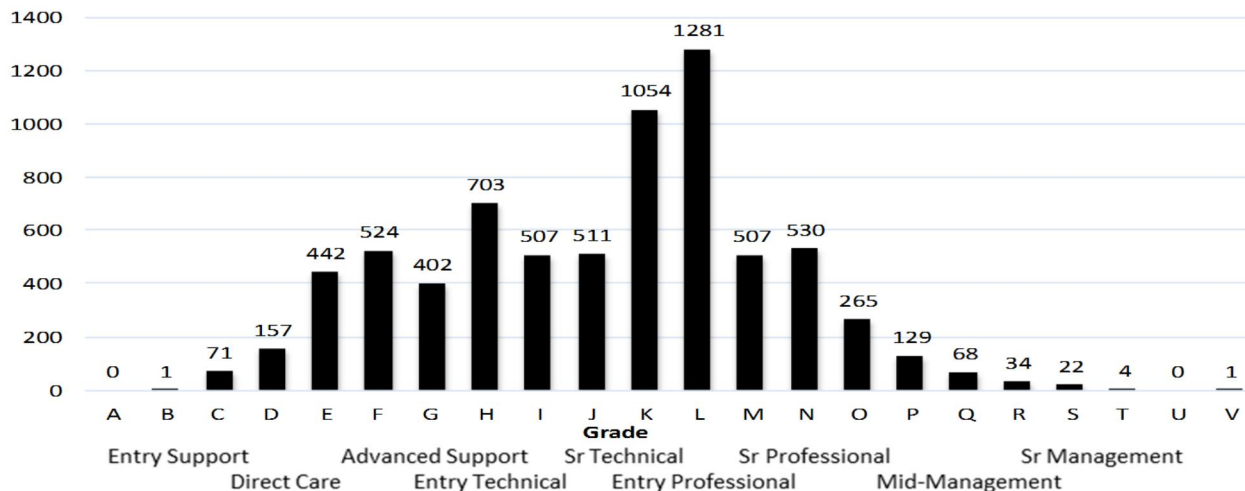
CLASSIFIED STATE EMPLOYEE FACT SHEET

This fact sheet is prepared by **Human Resource
Management Services (HRMS)** to provide a snap-
shot of classified state employment. Data is from a
variety of sources, and are an overall reflection of
classified state employment as of December 2016.

The 7,213 state
employees in
positions classified
by **HRMS** are
employed in over 50
separate state
agencies. 89% of
classified employees
work in 16 agencies
with over 100
employees. The
remaining
employees work in
agencies ranging
from 1 to 90
employees.

Agencies > 100 Employees	# Classified Employees
Dept of Human Services	2059
Dept of Transportation	1025
Dept of Cor & Rehab	797
Health Dept	354
Information Tech Dept	331
Workforce Safety & Ins	257
Adj Gen/Nat'l Guard	196
Highway Patrol	194
Attorney General	193
Dept of Public Instr	172
Job Service ND	164
Game & Fish	161
Bank of ND	151
Veterans Home	139
Tax Dept	121
Office of Mgmt & Budget	114

of Employees by Grade (2016)



Average Classified State Employee

	Years of Age	Years of Service	Annual Salary	Actual Increase	Appropriated	Compa Ratio	Notes
Dec 2005	46.1	13.6	34,158	4.8%	4.0%	0.96	(1)
Dec 2006	46.2	13.4	35,640	4.3%	4.0%	0.96	
Dec 2007	46.2	13.2	37,834	6.2%	4.0%	0.95	(2)
Dec 2008	46.4	13.2	39,622	4.7%	4.0%	0.96	
Dec 2009	46.6	13.4	42,382	6.9%	5.0%	0.96	(3)
Dec 2010	46.6	13.2	44,698	5.5%	5.0%	0.96	
Dec 2011	46.5	13.2	46,057	3.0%	3.0%	0.96	
Dec 2012	46.4	13.1	48,554	5.4%	3.0%	0.92	(4)
Dec 2013	46.3	13.0	50,942	4.9%	(5)	0.93	
Dec 2014	46.3	12.9	53,297	4.6%	(6)	0.94	
Dec 2015	45.9	12.4	55,231	3.6%	(7)	0.95	
Dec 2016	46.1	12.5	56,614	2.5%	(7)	0.94	

- 1) Leg approp included \$1.5 mill for DOCCR & \$413,000 for Hwy Patrol
- 2) Included Market/Equity Fund (\$10 mill)
- 3) Included Market/Equity Fund (\$23 mill)
- 4) July 1, 2012 implementation of employee compensation study; agencies ensured all employees met the new salary range minimums
- 5) July 1, 2013 performance based increases of 3-5% plus Mkt Pol increases of 2% 1st Qtl, 1% 2nd Qtl. Total appropriation approx 5%
- 6) July 1, 2014 performance based increases of 2-4% plus Mkt Pol increases of 2% 1st Qtl, 1% 2nd Qtl. Total appropriation approx 4%
- 7) 2015-17 increases based on Performance Increases in range of 2-4% and Targeted Market increase fund of \$7.1 million in general funds

NORTH DAKOTA CLASSIFIED STATE EMPLOYEE FACT SHEET

Classified employees under **HRMS** (ND's civil service) are covered by administrative rules adopted by **HRMS**. The rules guide equitable pay, open competitive selection, and protection from arbitrary personnel actions and are designed to provide consistent employment conditions.

Unclassified employees do NOT have employment rights under HRMS. The terms and conditions of employment vary by agency, category of employee, or by individual employee.

Employees under the University System are covered by and subject to the policies adopted by the State Board of Higher Education.

Classified Employee Salary Distribution	# of Employees	Percent
\$ 20,000 to \$ 30,000	203	2.8%
\$ 30,000 to \$ 40,000	1,076	14.9%
\$ 40,000 to \$ 50,000	1,666	23.1%
\$ 50,000 to \$ 60,000	1,691	23.4%
\$ 60,000 to \$ 70,000	1,094	15.2%
\$ 70,000 to \$ 80,000	655	9.1%
\$ 80,000 to \$ 90,000	381	5.3%
\$ 90,000 to \$100,000	232	3.2%
\$100,000 to \$110,000	126	1.7%
\$110,000 to \$120,000	44	0.6%
\$120,000 to \$130,000	31	0.4%
\$130,000 to \$140,000	12	0.2%
\$140,000 to \$150,000	0	0.0%
\$150,000 to \$160,000	2	0.0%
	7,213	
In the general population of North Dakota		
• 91.7% of workers have completed high school		
• 27.7% have bachelor's degrees or beyond		
In the Classified Workforce of ND state government		
• 99% have completed high school		
• 87% have formal education beyond high school		
• 57% have a bachelor's degree or beyond		

Salary Increase History		
Year	Parameters	
1983	2.0%	Retirement Contribution in lieu of salary increase
1984	2.0%	Retirement Contribution in lieu of salary increase; in May 1984, \$60/Mo increase allowed by Governor within available agency funds (not appropriated)
1985	5.5%	Minimum increase of \$50; increase given on 4/1/85
1986	4.0%	Minimum increase of \$50; deferred for Governor controlled agencies to January 1, 1987
1987 & 1988	0.0%	
1989	7.1%	Minimum increase of \$50
1990	0.0%	
1991	4.0%	Minimum increase of \$50
1992	\$40/Mo	Averaged approximately 2%
1993	\$60/Mo	Averaged approximately 3.2%
1994	3.0%	
1995	2.0%	
1996	3.0%	2% across the board; 1% for performance & equity
1997	3.0%	\$30 across the board; remainder of 3% appropriation based on merit & equity
1998	3.0%	\$30 across the board; remainder of 3% appropriation based on merit & equity
1999	2.0%	\$35 across the board; remainder of 2% appropriation based on merit & equity (\$5.4 mill Mkt/Eqty Fund)
2000	2.0%	\$35 across the board; remainder of 2% appropriation based on merit & equity (additional 1% allowed with funding from existing appropriations)
2001	3.0%	\$35 across the board; remainder of 3% appropriation based on merit & equity (\$5 mill Mkt/Eqty Fund)
2002	2.0%	\$35 across the board; remainder of 2% appropriation based on merit & equity
2003	0.0%	Up to 1% available based on Pooled Vacancy Savings; Executive Branch 0%
2004	0.0%	Up to 2% available based on Pooled Vacancy Savings; Executive Branch 0%
2005 & 2006	4.0%	Across the board, each year
2007	4.0%	Based on performance and/or equity; minimum of \$75 (\$10 mill Mkt/Eqty Fund)
2008	4.0%	Based on performance and/or equity; minimum of \$75
2009	5.0%	Based on performance and/or equity; minimum of \$100 (\$23 mill Mkt/Eqty Fund)
2010	5.0%	Based on performance and/or equity; minimum of \$100
2011	3.0%	Based on performance and equity; minimum of 1.0%
2012	3.0%	Implemented recommendations from the 2009-11 leg study of employee compensation; new job evaluations, grade structure, market-based ranges
2013	Performance based increases of 3-5% plus Mkt Policy increases of 2% 1st Quartile, 1% 2nd Quartile. Total appropriation approximately 5%	
2014	Performance based increases of 2-4% plus Mkt Policy increases of 2% 1st Quartile, 1% 2nd Quartile. Total appropriation approximately 4%	
2015	3.0%	Performance-based increases of 2-4% + Targeted Market Increases
2016	3.0%	Performance-based increases of 2-4% + Targeted Market Increases